

Internal Revenue Service

Department of the Treasury

Date:

Taxpayer Name:

Taxpayer Identification Number:

Tax Form:

Tax Period(s):

Person to Contact:

Employee Identification Number:

Telephone Number:

Fax Number:

Dear

This letter confirms the following appointment that we scheduled during our telephone conversation on

Appointment Information

Location:

Date:

Time:

What is the Purpose of the Appointment

The purpose of our first meeting is to understand your business operations and policies and to begin the examination process. We will discuss specific examination procedures, such as communication methods, response times and other general expectations. As we discussed, please have the items listed on the attached Form 4564, *Information Document Request*, available at our first appointment.

Someone May Represent You

You may have someone represent you during any part of this examination. If you want someone to represent you, please provide me with a completed Form 2848, *Power of Attorney and Declaration of Representative*, at our first appointment.

If you prefer, you may mail or fax the form to me prior to our first appointment. You can get this form from our office, from our web site at www.irs.gov, or by calling 1-800-829-3676. If you decide that you wish to get representation after the examination has started, we will delay further examination activity until you can secure representation.

Your Rights As A Taxpayer

We have enclosed Publication 1, *Your Rights as a Taxpayer*, and Notice 609, *Privacy Act Notice*. We encourage you to read the Declaration of Taxpayer Rights found in Publication 1. This publication discusses general rules and procedures we follow in examinations. It explains what happens before, during, and after an examination, and provides additional sources of information.

Please contact me if you have any questions you would like to discuss.

Thank you for your cooperation.

Sincerely,

Internal Revenue Agent

Enclosure:
Form 4564
Publication 1
Notice 609